

**University of Wisconsin System  
SFS Accounting Manual**

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Category:	Effective Date: 2/14/06
<b>10</b>	
Task or Process:	Revision Date: April annually
<b>Update Payroll Interface Control Tables</b>	
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There are several tables that control the Suspense, Encumbrance and SCT processes within Payroll Interface (PI). These tables are found under Salary Maintenance – Set Up in the Shared Financial System (SFS). Currently, only UWSA staff and DoIT have authority to update these tables.

The tables are as follows:

Name of Table	Fiscal Year Controlled	Review and Update
980 Offset Accounts	X	
Business Unit Parameters	X	
Encumbered Appt Type	X	
Encumbered Appt Type by BU	X	
Fringe Benefit Pool Conversion	X	
Payroll IF Accounts (SCT)	X	
Workstudy DeptID Conversion	X	
Workstudy Exception	X	
Appt Type Cross Walk		X
DOA Date Parameters		X
FY Application Control		X
Holiday Calendar		X
NIH Health Limit		X
Payroll Fringe Expense Groups		X

The tables that are controlled by fiscal year are copied to the new fiscal year when the General Ledger Accountant copies other SFS tables. Once the copy is done, the System PI Accountant makes changes to the data if needed for the new fiscal year. A lot of these tables are one time set up tables.

Of these tables, the **Business Unit Parameters, Encumbered Appt Type, Fringe Benefit Pool Conversion, Workstudy DeptId Conversion, and Workstudy Exception** tables need to be reviewed by the Business Units each spring for any update/changes.

The **980 Offset Account** Table reflects the SFS fringe account codes and the offsetting balance sheet entries that are used in these Fringe Journals. This table will only be updated if new fringe account codes are set up or changed in SFS. The update is done by the System PI Accountant.

Below is the **Business Unit Parameter** table. This table is used to identify the relationship of the Business Unit to some of the processes within PI.

Business Unit Parameters	
Fiscal Year: 2006	Business Unit: UWADM
<input checked="" type="checkbox"/> BU on SFS	<b>Workstudy-related Payments</b> <input checked="" type="checkbox"/> Allow DeptID Changes <input checked="" type="checkbox"/> Copy DeptID Change to Fund 145 Payment  <input checked="" type="checkbox"/> Allow Project/Grant Changes  <input checked="" type="checkbox"/> Allow Program Code Changes (and Copy Change to Fund 145 Payment)
<input checked="" type="checkbox"/> BU Encumbers	

The box **'BU Encumbers'** identifies which Business Unit is using the web based Encumbrance application. This is used to invoke access to the Encumbrance Application and also to invoke the encumbrance edits within Suspense.

The box to the left is for the Suspense and Salary Cash Transfer processes. Business units have unique reporting requirements for workstudy, and there are 'rules' within these processes to handle those requirements accordingly.

Each fiscal year in the spring, the System PI Accountant needs to review with each Business Unit if they plan to encumber salaries or not, and adjust this table accordingly.

Following is **the Encumbered Appt Type Table**. Each Business Unit has the option as to what types of employees they wish to encumber: Classified (CLSF), Unclassified (UNCL), Limited Term Employees (LTE), and/or Students (STU). **Note:** It has not been UW Systems' policy to encumber Students but it is not restricted.

This table shows the appointment types that may be encumbered at a business unit.












Customize   Find   View All   First 1-10 of 90 Last			
	<b>'Business Unit</b>	<b>'Year</b>	<b>'Type of Appointment</b>
1	UWSYS	2006	LTE
2	UWSYS	2006	CLSF
3	UWEXT	2006	UNCL
4	UWGBY	2006	LTE
5	UWGBY	2006	UNCL
6	UWGBY	2006	CLSF
7	UWEAU	2006	LTE
8	UWEAU	2006	UNCL
9	UWEAU	2006	CLSF
10	UWEXT	2006	CLSF

When the question is asked each spring (April/May) of the Business Unit if they want to encumber, they also need to define which types of employees they want to encumber. Any changes are updated by the System PI Accountant.

There is also a table – **Encumbered Appt Type by BU**. This was set up to decentralize this table but it is currently not used.

The **Fringe Benefit Pool Conversion** Table is by fiscal year and Business Unit. There are two (2) parts to this table: the Pool DeptID/Program and the Pool Project data. (see below)

FB Pool Conversion		FB Pool Project	
<b>Business Unit:</b> UWADM		<b>Fiscal Year:</b> 2006	
Actual Fund Program		Designated "Pool" Dept ID Program	
133	0	989999	0
133	1	989999	1
133	2	989999	2
133	3	989999	3
133	4	989999	4
133	5	989999	5
133	6	989999	6
133	7	989999	7
133	8	989999	8
133	9	989999	9
144	0	989999	0

FB Pool Conversion		FB Pool Project	
<b>Business Unit:</b> UWADM		<b>Fiscal Year:</b> 2006	
Actual Fund Program		Designated "Pool" Project ID	
133	0	1330001	
133	1	1330001	
133	2	1330001	
133	3	1330001	
133	4	1330001	
133	5	1330001	
133	6	1330001	
133	7	1330001	
133	8	1330001	
133	9	1330001	
133	F	1330001	

These tables are accessible to the Business Units in SFS. Each spring (April/May) the System PI Accountant notifies the business units to review this information and indicate any changes to these tables. The System PI Accountant does the updates.

The **Payroll IF Accounts (SCT)** Table is used for verification within the SCT web app. If any new salary accounts are added, this table needs to be updated by the System PI Accountant. It is NOT controlled by fiscal year.

PI Account

SetID: SHARE	Fiscal Year: 2006
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Customize   Find   View All   First 1-8 of 80 Last						
'Account	Description	'PAR Series	'SCT Salary Group	Allowed for LTE		
1 1001	Faculty - Annual	Annual	Unclass	<input type="checkbox"/>	+	-
2 1002	Faculty - Academic	Academic	Unclass	<input type="checkbox"/>	+	-
3 1003	Faculty - Summer	Summer	Unclass	<input type="checkbox"/>	+	-
4 1004	Faculty - Hourly	Annual	Unclass	<input type="checkbox"/>	+	-
5 1005	Faculty - Lump Sum	Annual	Unclass	<input type="checkbox"/>	+	-
6 1007	Faculty - Foreign COLA	Annual	Unclass	<input type="checkbox"/>	+	-
7 1008	Faculty/Acad-Legal Settlement	Annual	Unclass	<input type="checkbox"/>	+	-
8 1051	Academic Staff - Annual	Annual	Unclass	<input type="checkbox"/>	+	-

The **Workstudy DeptID Conversion** and the **Workstudy Exception** tables need to be reviewed by the Business Units each year. The System PI Accountant sends out a reminder in the spring asking if there are any changes needed for the upcoming fiscal year, and makes changes accordingly to these tables.

There are two (2) tables – **Appt Type Cross Walk** and **Payroll Fringe Expense Groups** – that should be updated by the System PI Accountant when ever this information is changed. These changes are made through Academic Personnel and/or the Central Payroll Office. It is just the ‘luck of the draw’ that we find out about any of these changes.

The **DOA Date Parameters** table is used for the nightly PI processes to determine when payrolls need to be released for DOA processing. This will only change if the DOA requirements change or may change with the new DOA interface. Again the System PI Accountant makes the updates.

The **FY Application Control** Table relates to the Encumbrance and Salary Cash Transfer (SCT) bolt-ons to WISDM.

**FY Application Ctl**

This table controls when an application will be open for use for a fiscal year.

Table UW\_FY\_APP\_CTL

Customize   Find   View All   First 1-4 of 4 Last						
'Fiscal Year	'UW APP		'Begin Date		'End Date	
2006	ENC		06/22/2005		07/02/2006	
2006	SCT		07/27/2005		07/12/2006	
2005	ENC		07/02/2004		07/02/2005	
2005	SCT		08/01/2004		07/12/2005	

The System PI Accountant updates this table by inserting a new row. For encumbrances (ENC), the begin date relates to the start of the classified fiscal year; the end date relates to the first date of the new fiscal year.

For salary cash transfers (SCT), the begin date is after UW System completes their year end adjustment, usually sometime the last week in July.

The end date is Tuesday before the mid-July closing date (a Friday). This allows the journals created Tuesday night to post, and if anything rejects, those journals posted Wed. will be pulled into the GL and WISDM that night.

The **Holiday Calendar** Table is maintained by DoIT. This table is used in the PI Suspense processes to determine the DOA processing dates.

The **NIH Health Limit** Table is used for the State Share Fringe Reallocation program used in Suspense and SCT. The information for this table comes from The Central Payroll Office (normally Deb Holm).

The new NIH rate goes into effect with the health insurance coverage effective 1/1/XX. However since the deductions for health are pre-paid, the actually payroll where the change is effective is either the *Nov A for Classified* or the *November Unclassified*.

Contact Payroll for the information and use the first day of the November B classified payroll for the effective date since the November A Classified is not calc'd until the following Thursday. This way the October Unclassified EOM payroll that is calc'd the first part of November is excluded, and the update will include only the appropriate two (2) payrolls for any changes done in Suspense.

The System PI Accountant needs to just add a row to this table with the correct information.

<b>NIH Health Limit</b>	
<b>Effective Date:</b>	11/17/2005
<b>'NIH Health Limit:</b>	<input type="text" value="584.10"/>
<b>'Status as of Effective Date:</b>	<input type="text" value="Active"/>